



Public Affairs Office

405 Pershing Court
Fort Riley, KS 66442
Telephone (785) 239-2022/3358
FAX (785) 239-2592
Web site: www.riley.army.mil

SPEAKER REQUEST FORM

This form is used to request a Fort Riley speaker for public events. The information is required to evaluate the event for appropriateness and compliance with Department of Defense policies and for coordination with the soldiers/units involved. Please complete all appropriate sections and send it to the Public Affairs Office **at least 90 days prior to the event date**. For more information on Fort Riley support, visit our Web site at <http://www.riley.army.mil/Units/Staff/PublicAffairsOffice.aspx> to read descriptions and view photographs of equipment and personnel support available.

EVENT NAME:		EXPECTED ATTENDANCE / AUDIENCE TYPE:
EVENT DATE:	EVENT TIME & ARRIVAL TIME:	EVENT ADDRESS:
EVENT PURPOSE: (DESCRIBE PROGRAM THEME, CIVIC MAKEUP AND PURPOSE OF ARMY PARTICIPATION)		
EVENT TYPE: (FOR EXAMPLE – MONTHLY MEETING, MILITARY AFFAIRS, CHAMBER BANQUET, ETC.)		
EVENT SPONSOR:		CONTACT PERSON:
PHONE:		STREET ADDRESS: (INCLUDE CITY, STATE AND ZIP)
FAX:		E-MAIL:

SPEAKER (SPECIFY DETAILS BELOW)	
TYPE OF SPEAKER/SPECIFIC PERSON REQUESTED IF CHOICE IS NOT AVAILABLE, WOULD YOU (CHECK ONE): <input type="checkbox"/> PREFER ANOTHER COMMAND GROUP MEMBER <input type="checkbox"/> WISH TO CANCEL YOUR REQUEST <input type="checkbox"/> LIKE TO REQUEST HIM FOR ANOTHER DATE:	SPEECH TOPIC* AND LENGTH: *Please be specific when describing the topic desired. Neither individual speakers, nor the Fort Riley Speakers program can select topics (i.e. “speaker’s discretion”) for requestors. All suggested topics are subject to review for appropriateness or other considerations (security, etc.)
OTHER VIPS IN ATTENDANCE	UNIFORM: (CHECK ONE) <input type="checkbox"/> ACUs (casual / business casual events) <input type="checkbox"/> CLASS As (formal / coat-and-tie events) <input type="checkbox"/> DRESS BLUES (very formal / bow tie events) <input type="checkbox"/> CIVILIAN ATTIRE <input type="checkbox"/> PERIOD UNIFORMS (FOR CGMCG ONLY)

YES	NO	N/A	Please answer the following questions and explain if necessary.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Will admission, seating and all other accommodations and facilities connected with this event be available to all persons without regard to race, creed, color, sex or national origin?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. If the event is during a meal hour, will the requestor provide the speaker a meal at no charge?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. If the requested speaker is married, is the spouse invited to attend the event at no charge?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Will the requestor provide electrical power and audio visual equipment needed by the speaker, if applicable?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Will the event be used to raise money? If so, please explain.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Did the requestor include a request letter that explains the nature of the event and event itinerary? (A letter or e-mail must accompany your request with more details, including the times you wish for him to arrive/speak.)

I am acting on behalf of the sponsoring organization and certify that the information provided above is complete and accurate to the best of my knowledge. I understand that representatives from the military services will contact me to discuss arrangements and costs involved prior to final commitments, or to inform me of their inability to support this event. I also understand that operational commitments must take priority and can preclude a scheduled appearance at an approved public activity.

DATE	PRINTED NAME	SIGNATURE